



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>May 2012</u>		Total Internship hours at the start of the month:	1753.7
Week	Functions	Description	Hrs
1	Week's Activities	It took another 8 – 11:45 AM session with Microsoft technicians to get the server errors to quiet and make the RPC errors stay gone from server. They had recurred overnight after the replication cycle. Microsoft tech's recommended articles for moving from Exchange 2007 SP1 to SP3 and recommended completing the operation ASAP; however no room on server. Replaced a harddrive in HSTxEIS user's machine. During the in and out, I mentioned the problem with the full harddrive to principal and a teacher by 7PM, I had 70 Gigs free. Server started working better at that point. Thursday gradebook down, had to restart JBoss and gradebook applications. Made sure EOC assessment data correct in the Pearson assessment system.	45.9
	Standard/Indicator	TF-VIIA.6-8, TF-VII.B.1-7, TF-VII.A.1, TF-IV.A.1	
	Communication with Mentor	Continued to update Superintendent on Server/email repair progress daily.	
2	Week's Activities	Restarted Switches and and servers. Called Microsoft due to DNS weird issues. The worked on it from 8:05PM – 9:00PM Grade book and TxEIS going down daily seems to be related to internal settings. In	37.5
	Standard/Indicator	TF-VIIA.6-8, TF-VII.B.1-7	
	Communication with Mentor	Updated on Progress/@ was down due to a storm Sunday. Call into Microsoft to see if can get it finally corrected – DNS related.	
3	Week's Activities	Went to school Sunday Morning worked 2 hours went through setting s again, @ up Monday. TELPAS name errors in TELPAS records. Repaired them. Ms. Bettin has an outlook issue, researched it over the course of a couple of day. Fixed it on Friday by removing her "extra" toolbar tools. PET file worked, TELPAS file had another error, Bernadett finished elementary ready for me to export it and move into hs database. TELPAS file still did not go through. Worked with GVEC technicians to determine fiber path for fiber from the Tower. Located pathways. More TxEIS updates. Dmoy's machine motherboard, etc. replaced. Submitted FG at 4:45PM 4/18/2012. Setup 8 th grade English classes in Moodle to provide students the opportunity to experience live online file submission process at the end of their English classes. I assist the teacher with the set up of the project and appropriate demonstrations. Their final English project comprises a country research paper that involves the creation of a spread sheet (with digital site photos to calculate travel expenses, a power	47.8

		point presentation to tell about their country, and their trip plans, and a formal English research paper complete with bibliography. The culminating activities include students uploading all their files into the Moodle, logging their expenses into the Teacher's travel database, and setting the print area on the spreadsheet to print only what the teacher wants to see. The kids really enjoy this activity.	
	Standard/Indicator	TF-VIIA.6-8, TF-VII.B.1-7, TF-V.B.2, TF-IV.B, TF-IV.A.1-A.2, TF-IV.C1&2. , TF-V. C.1-7. TF-VI.A, A.1, &A.2., TF-VI.B.1 & VI.B.2. , TF-VI.C & C.1, TF-VI.D & D.1.	
	Communication with Mentor	Updated on progress with fiber, Assessment registration, EOC registration files and TELPAS files.	
4	Week's Activities	Very quiet, I worked on the web site some, researched Exchange fix/Migration and Migration of Domain Controllers process. Helped teachers where/when needed, ie, the 8 th grade teacher with wrapping up her final project, I really enjoy this process; due to some student absences in Week's 3 and 4, we went into week 5 with a few students. It is a major portion of their final English grade and it is the piece that demonstrates 8 th grade computer skill mastery. TxEIS continues to have weird problems.	42.5
	Standard/Indicator	TF-VIIA.6-8, TF-VII.B.1-7, TF-V.B.2, TF-IV.B, TF-IV.A.1-A.2, TF-IV.C1&2. , TF-V. C.1-7. TF-VI.A, A.1, &A.2., TF-VI.B.1 & VI.B.2. , TF-VI.C & C.1, TF-VI.D & D.1. TF-VII.D.1, TF.VII.A.4	
	Communication with Mentor	Discussed using Dropbox to distribute files to school board and sitebased decision making members in community. Showed them how with pictures deposited there from Senior events.	
5	Week's Activities	Received another TxEIS update notice. Backed up files to local Mass storage device. Downloaded files Stayed late to complete update . Worked with teacher and students submit their final products to Moodle to complete 8 th grade final upload of 8 th grade computer work demonstrating their technology capabilities. Updated Professional Application posted on web site, posted the updated version Completed TxEis update. Analyzing hardware needs begins. GVEC fiber techs completed the process of tipping the fiber runs into the cafeteria; mapping and marking the internal fiber strands to complete the runs into the MDF.	29.5
	Standard/Indicator	TF.VII-A.2, TF.VII-A.6, TF-VII.A.8, TF-VII.B.2-4, TF.VII.D.3 & 4, TF-VII.D.5-7., TF-VII.C, TF-VIII.D.2,	
	Communication with Mentor	I updated the Superintendent on GVEC implementation of fiber upgrade progress, she ask me to update the Professional Application to include DOB in order to facilitate require criminal background searches of applicants, status of server(s)- barely there.	
Hours worked this month:			202.92
Total Internship hours to date including this month:			1956.2

Many activities that I normally undertake in May were postponed until June due to the ongoing nature of troubleshooting the servers, making daily corrections, and preparing the emergency temporary servers. Once June arrives I will migrate the systems into a new network tree and domain per Microsoft instructions, update Exchange to a newer version and migrate it to a separate machine or to a hyper machine on a big new server. Researching processes at every available opportunity. I posted all the pictures of senior events I took for all parents and relatives using a dropbox and created a set of use instructions to accompany the invitation email. This exposed peer teachers and parents in the community to this great secure file sharing tool and provided instructions. For a personal graduation gift, I scanned their 6th grade class picture, and utilized their Baccalaureate photo to create a keepsake

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graduation gift utilizing state of the art paper and printing technology at home, not on school equipment, thus demonstrating the ethical way to accomplish these tasks to fellow teachers.